



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: February 3, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia , (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-540-1139-013
Ref 0205-ADM 5

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With supervision provided by a Staff Services Manager I (Supervisor), the incumbent will perform a variety of difficult clerical duties and is expected to consistently exercise a high degree of initiative and independence in dealing with the public and assigned duties. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Answer incoming phone calls to provide assistance or properly distribute calls to the appropriate individuals/units;
- Track and log all incoming telephone calls and walk-in office visitors;
- Prepare computer-generated statistical report for the manager of the Administrative Services Unit;
- Issue visitor passes when appropriate;
- Order and maintain general office supplies for the division;
- Order forms, envelopes and printing requests as needed by the division;
- Evaluate division needs for equipment, equipment repair, supplies and printing orders;
- Compile appropriate background material for the purpose of providing the manager with pertinent information to assist in purchase and expenditure decisions;
- Coordinate with vendors the initiation and preparation of estimates for equipment and supply orders and take necessary action to resolve any problems;
- Review invoices and confirm receipt of all orders before approval of payment is made;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Develop and maintain logs to track recycled products purchased, status of orders, previous orders; supply on hand, and Cal Card purchases;
- Track Cal Card expenditures and summarize activity at end of cycle;
- Receive and store supplies in the division's supply room;
- Serve as main contact for receiving and reporting building maintenance problems;
- Distribute parking stickers and cab cards to staff, as needed;
- Responsible for RT pass sales;
- Maintain updated employee handbook and distribute to new employees.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 0205-ADM 5, 051-540-1139-013 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the employment Application STD 678).